

**No.46012/1/2006-O&M. Vol.**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Administrative Reforms & Public Grievances**

5<sup>th</sup> Floor, Sardar Patel Bhawan  
Parliament Street, Dated October 17, 2014

**OFFICE MEMORANDUM**

**Subject:-** Amendment of the 13<sup>th</sup> Edition of the Central Secretariat Manual of Office Procedure.

The undersigned is directed to refer to this Department's D.O. letter of even dated 16<sup>th</sup> February, 2012 (copy enclosed) forwarding therewith copies of the 13<sup>th</sup> Edition of the Central Secretariat Manual of Office Procedure (CSMOP) & a subsequent O.M. even number dated 1.1.2013 (copy enclosed) carrying out certain amendments and to now convey the following two additional amendments to the 13<sup>th</sup> Edition of the CSMOP:-

**Guidelines for noting**

**Existing 32(9)**

"Notes and orders will normally be recorded on note sheets in the notes portion of the file and will be serially numbered. Black or Blue ink will be used by all category of staff and officers. Only officers of the level of Joint Secretary to Government of India and above may use green or red ink in rare cases"

**Revised 32(9)**

"Notes and orders will normally be recorded on note sheets in the notes portion of the file and will be serially numbered. All category of officers will use either blue or black ink in signing notes and drafts"

**Deletion**

- (i) Paragraph No.50 (5) indicating telegram as a means of communication.
  - (ii) Appendix 10 relating to Indian Telegraph Rules.
2. The above two amendments may be brought to the notice of all concerned in their Ministries/Departments and for adoption positively by 01.11.2014
  3. This issues with the approval of the competent authority.

  
**(Anurag Srivastava)**  
**Deputy Secretary (O&M)**

**To the Secretaries of All Ministries/Departments of the Government of India**  
(As per list attached)

